



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO 7330.2B
FDA-22/nlf
11 Jan 85

MARINE CORPS ORDER 7330.2B

From: Commandant of the Marine Corps
To: Distribution List

Subj: Reporting of Marine Corps Resources in Support of the U.S.
Secret Service

Ref: (a) SECNAVINST 3020.4D (NOTAL)

Encl: (1) Report Guidance and Formats

Reports Required: I. Department of Defense Costs in Support of
Secret Service Protective Assistance (Report
Symbol DD-7330-03A); (External Report Symbol
DD-Comp(SA)1466), par. 4
II. Detailed Information and Cost of Marine
Corps Resources used in Secret Service
Protective Assistance Support (Report Symbol
DD-7330-03B) (DD-Comp(SA) 1466), par. 4

1. Purpose. To prescribe procedures as required by the Comptroller
of the Navy for the reporting of logistics and other support
provided to assist the Secret Service in accordance with the
reference.

2. Cancellation. MCO 7330.2A.

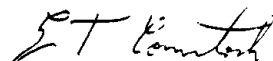
3. Background. Public Law 90-331 (82 stat. 170) requires Federal
agencies and departments to assist in protective services provided
by the United States Secret Service. As requested by the Director,
U.S. Secret Service and under the terms of the law, executive
departments and agencies are to assist the Secret Service by
providing logistics and other support. The support provided to the
Secret Service shall be made on a reimbursable basis in accordance
with Public Law 94-524, except for temporary assistance directly
related to the protection of the President, the Vice President
other officer immediately next in order of succession to the office
of the President. Support provided for any other person(s) will be
reimbursed by the Secret Service. The law also requires that a
report of all costs incurred in support of the United States Secret
Service covering semiannual periods ending 30 September and 31
March be submitted.

4. Action. Effective immediately, addressees will use the
guidance and report formats contained in the enclosure of this
Order to report incidents of Marine Corps support provided the
Secret Service. Reports will be submitted to the Commandant of the
Marine Corps (FDA) within 30 days following the occurrence of a
reportable incident. Reports will reflect both reimbursable and
nonreimbursable costs incurred.

5. . This Order is applicable to the Marine Corps Reserve.

DISTRIBUTION: L26 plus 7000053 (50)

Copy to: 8145001 (1)


E. T. COMSTOCK
Fiscal Director
of the Marine Corps

REPORT GUIDANCE AND FORMATS

A. GENERAL. This guidance specifies the criteria for accounting and reporting the use of resources by the Marine Corps in support of the Secret Service's protective functions and for determining and billing the reimbursable portion of such support. Each Marine Corps activity providing support to the Secret Service will provide for implementation of the accounting, reporting, and billing requirements.

B. ACCOUNTING

1. General. When resources (e.g., services, equipment, facilities) are used in support of the Secret Services's protective functions, the full cost incurred by the Marine Corps will be accumulated and recorded in the accounting books and records. Each request for support by the Secret Service should be treated as a separate task and will be separately costed. The cost of the support rendered or made available pursuant to a Secret Service request is to be determined and accumulated without regard to whether the support is on a permanent, temporary, reimbursable or nonreimbursable basis.

2. Documentation. As a part of the normal administrative control procedures, a copy of the Secret Service request or a statement of the requested support and the official approval thereof, should be retained by the organization providing the support. In addition, the task request, approval document or file shall be annotated to identify the protectee(s) (i.e., person(s) designated by the Secret Service for protection) as well as the date(s), location(s) of the support and the Marine Corps resources employed in providing such support.

3. Accounting System. The system used to account for the cost of support to the Secret Service will be no different than the current system used by management officials for normal administration and control of resources. When the accounting system used by management has the capability to accumulate and distribute the indirect costs incurred in providing the support including the indirect costs for the overall management of the activity (e.g., an industrial fund activity), that system should be used to accumulate the indirect costs.

4. Records Disposition. Disposal of records required by this Order will be in accordance with SECNAVINST 5215.5.

5. Costing. Cost shall be assigned to each task as follows. These are minimum requirements. Equivalent practices or methods which are more accurate and include all of the same cost elements may be substituted:

a. Military personnel costs will be based on hours worked times the officer or enlisted man's hourly rate (calculated on the annual composite standard rates as determined by the Military Departments) accelerated to cover leave, holiday, and certain other personnel costs set forth in the NavCompt Manual.

b. Civilian personnel costs will be based on hours worked times the employee's basic hourly rate accelerated to cover leave and Government contributions.

c. Subsistence provided by appropriated fund dining facilities will be costed at the meal rates in accordance with DoD Manual 1338.10-M. The per diem surcharge will be used to assure full costing of food preparation and service as well as the raw food costs. If the DoD personnel receive per diem and pay for their meals, only the per diem costs will be assigned.

d. Quarters provided will be costed by the furnishing activity (civil engineer or public works department and housing office records will be used to make an estimate of cost). Costs will be net of any payments made by the quartered DoD personnel, such as Visiting Officer Quarters (VOQ) payments.

ENCLOSURE (1)

e. Personnel travel, transportation, per diem and other authorized personnel expenses will be costed at the entitlement amounts authorized by the Joint Travel Regulation, Volumes 1 and 2. Actual payment vouchers will be used whenever available.

f. Transportation of supplies, materials, and equipment will be costed at amounts payable or paid, or estimates if payable amounts are unavailable. Transportation rates should be requested from the Military Traffic Management Command in order to make reasonable estimates.

g. Consumable materials and supplies will be costed at the standard catalog price.

h. Loaned plant and equipment (investment items other than aircraft) will be costed based on the computation of an annual rent which will be the sum of the annual depreciation plus interest on investment. The amount of interest on investment is determined by applying the interest rate to the net book value which is, acquisition cost plus cost of additions less depreciation. The interest rate to be used is 10 percent.

i. Contractual services will be costed at the acquisition price for the goods or services provided, plus the cost of any related contract administration.

j. DoD fixed wing aircraft usage will be costed at the Government rates published by the Air Force in AFR 76-11. Helicopter usage will be costed at the Government rate published annually by the Assistant Secretary of Defense (Comptroller). Rates for any aircraft not listed in these documents will be furnished by HQ USAF/ACMCA upon request.

k. Motor vehicle usage will be costed at the average rate per mile as set forth in paragraph 035881 of NavCompt Manual, Volume 3.

C. REIMBURSEMENTS

1. General. All support requested by the Secret Service for carrying out its protective mission is reimbursable unless specifically excepted (i.e., certain temporary support) by the statutory provisions of P.L. 94-524. Reimbursement under this Order will be based on incremental costs incurred pursuant to the statute. This is a departure from normal interagency reimbursement practices which call for reimbursement for all costs incurred in providing services which are beyond an agency's mission. A bill will be prepared and submitted for all reimbursable support furnished to the Secret Service and an account receivable recorded in accordance with paragraph 032808 of NavCompt Manual, Volume 3. Bills should be computed by task on a monthly basis and rendered within 30 days after the end of the month during which the support was provided. When the accumulated amount of the reimbursement during a fiscal quarter is under \$100, the "waiver of reimbursements procedure in paragraph 035806 of the NavCompt Manual may be applied.

2. Criteria. In determining which support to the Secret Service is reimbursable, the following criteria will be used:

a. An authorized Secret Service official must have requested the support for their protective mission either orally or in writing. Request for permanent support must be in writing.

b. An authorized DoD representative must have approved the request.

c. Permanent support tasks are reimbursable.

d. Temporary support tasks are reimbursable, except for:

(1) Support to the Secret Service in its duties directly related to the protection of the President or the Vice President or other officials immediately next in order of succession to the Office of the President, or

(2) Support of general purpose nonprotective services ordinarily supplied to the President or Vice President (i.e., the existing unreimbursed services such as normal communications and transportation which are outside of the protective assignment purview of the Secret Service). This support would not be requested by the Secret Service.

3. Documentation. Documentation of Secret Service requests or the DoD authorization of services will be sufficient to comply with the criteria in paragraphs C2a and C2b above. Either the request or approval should classify support as permanent or temporary and, if the latter, whether covered by the exceptions in paragraph C2a above. Any support provided to the Secret Service in carrying out its protective mission and at their request and not specifically exempted is reimbursable.

4. Computation

a. The intent of P.L. 94-524 is to make the Secret Service accountable for the funds it has available to carry out its protective services by generally requiring reimbursement for support provided to it. In computing the cost of reimbursable support to be billed, the amount included in the cost accumulation process will be used except as limited by the following paragraph.

b. For support provided in all situations, other than those falling within the criteria described in paragraph C2d above, the amounts to be reimbursed for service, equipment, and facilities shall include identifiable costs over and above the costs to the DoD component of carrying out functions and duties in the ordinary course of its activities.

(1) For example, the reimbursement computation would include salaries of DoD personnel who are providing permanent support to the Secret Service, such as a permanent guard detail, but would not include the salaries of DoD personnel who are providing temporary support but remain under the overall control of their parent command or service.

(2) In addition, the reimbursable cost would include aircraft operation and maintenance costs, rental cars, and travel costs incurred by the DoD component concerned as a direct result of its providing temporary support to Secret Service protective functions. Also, the costs of acquiring and installing authorized facilities and equipment, such as fences and electronic devices, which will be used for protective purposes on a permanent basis, are reimbursable.

D. . Costs of DoD resources expended in support of the U.S. Secret Service's protective functions will be accumulated by task. All costs incurred will be reported in accordance with the guidance and report formats provided.

ENCLOSURE (1)

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DEPARTMENT OF DEFENSE
COSTS IN SUPPORT OF SECRET SERVICE FOR PROTECTIVE ASSISTANCE

Activity _____ RCS: DD-7330-03A

Report Date _____

	Temporary Costs Incurred 1/ Temporary Support to President and Vice President (not Reim- bursable)	All Other Support	Costs Subject to Reimbursement 2/
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Cost Categories

Personnel Services & Benefits

Military
Civilian

Subsistence & Quarters

Military
Civilian

Travel & Transportation of Persons

Military
Civilian

Transportation of Things

Rent, Communication & Utilities

Other Services, Supplies & Materials

Capital Assets

Other (Specify)

Total

Submit reports to:

Commandant of the Marine Corps (FDA-22)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380-0001

1/ All costs incurred for DoD support to Secret Service for
protective assistance pursuant to P.L. 94-524 computed in
accordance with costing guidelines.

2/ Costs computed in accordance with reimbursement guidelines.

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ENCLOSURE (1)

INSTRUCTIONS FOR PREPARATION OF DETAIL INFORMATION AND
COST OF MARINE CORPS RESOURCES USED IN SECRET
SERVICE PROTECTIVE ASSISTANCE SUPPORT

1. Travel Dates: Date order (day, month, year).
2. Trip Location: City and State.
3. Personnel Services and Benefits: Separate cost between civilian and military.
4. Personnel Services and Benefits: Separate cost between reimbursable and nonreimbursable.
5. Subsistence and Quarters: Separate cost between civilian and military.
6. Subsistence and Quarters: Separate cost between reimbursable and nonreimbursable.
7. Travel and Transportation of Persons: Separate cost between civilian and military.
8. Travel and Transportation of Persons: Separate cost between reimbursable and nonreimbursable.
9. Transportation of Things: Separate cost between reimbursable and nonreimbursable.
10. Rent, Communication and Utilities: Separate cost between reimbursable and nonreimbursable.
11. Other Services, Supplies and Materials: Separate costs between reimbursable and nonreimbursable. Example: Cost includes maintenance of jeeps, military chauffeur, military weather/security flights, paper supplies, pencils, pens, Xerox copying of documents, letters.
12. Other (Specify): Separate cost between reimbursable and nonreimbursable. Example: Cost includes car rentals, taxi fares, laundry, tips, parking, tolls, gasoline, official phone calls, porters, contact service, sky caps, excess baggage, umbrellas, window washers, travelers checks, money exchange.
13. Capital Assets: Separate cost between reimbursable and nonreimbursable. Example: Cost includes security alarm systems, security fencing, camera, close circuit monitoring equipment.
14. Total: Reimbursable and nonreimbursable.
15. Support Provided For: Name of person.

ENCLOSURE (1)

Detail to DD-7330-03B

DETAILED INFORMATION AND COST OF MARINE CORPS
RESOURCES USED IN SECRET SERVICE PROTECTIVE ASSISTANCE SUPPORT

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Travel Dates	Trip Location	Personnel Services & Benefits Cost	Personnel Services & Benefits Cost	Substance & Other Cost	Substance & Other Cost	Travel and Transportation Cost	Travel and Transportation Cost
		Civ	Mil	Reimb	Civ	Mil	Non- Reimb
							Reimb

ENCLOSURE (1)

(9)		(10)		(11)		(12)		(13)		(14)		(15)
Transportation		Communication and		Other Services		Capital Assets		Other		Total Cost		Protection Provided For
of Things		Utilities		Supplies and		Non-		(Specify) I/		Non-		Non-
Reimb	Non-	Reimb	Non-	Reimb	Non-	Reimb	Non-	Reimb	Non-	Reimb	Non-	Reimb
Reimb	Reimb	Reimb	Reimb	Reimb	Reimb	Reimb	Reimb	Reimb	Reimb	Reimb	Reimb	Name of Person

1/ Give Detail Information.

ENCLOSURE (1)